



**DEPARTMENT OF THE ARMY
HEADQUARTERS, 18TH MILITARY POLICE BRIGADE
CMR 418
APO AE 09058**

REPLY TO
ATTENTION OF

AETV-MP-H

15 November 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 18th Military Police Brigade Command Policy Memorandum # 11, TDY Guidance.

1. REFERENCE:

- a. Army Regulation 600-8-105
- b. DFAS-IN REG 37-1
- c. JFTR VOL I, dated 1 August 2001, Military Personnel
- d. JTR VOL II, dated 1 August 2001, Civilian Personnel

2. PURPOSE: This Policy Memorandum provides guidance to the 18th Military Police Brigade for Temporary Duty Travel (TDY) Orders. It gives detailed instructions on the request, processing, and settlement procedures.

3. OBJECTIVE: To provide standard, uniform criteria and proper procedures for processing TDY orders. This MOI applies to all subordinate unit personnel, Brigade Staff Section Personnel, TDY Managers and Approving and Funding authorities assigned to 18th Military Police Brigade.

4. CRITERIA: Temporary Duty is mission support. TDY is performed when there is no other means to successfully complete the mission. When the mission can be achieved by any other means, such as written correspondence or VTC, authorizing officials may choose TDY.

5. RESPONSIBILITY: Units must ensure that DD Form 1610 requests are submitted two weeks prior to the TDY, in order to prevent soldier financial hardship and to ensure funds are available for the intended TDY purpose. A Vocal Order (VOCO) will be used only in emergency cases or as directed by the Brigade CDR, Deputy Brigade Commander, or Battalion CDR and supported by a memo or email stating the facts. Lodging receipts must be submitted with VOCO orders if commercial facilities are used. Orders should be submitted to the RMO, BDE S-4 to receive appropriate accounting classification, per diem/travel amounts. Travelers are required to turn in the expense portion of the Trip Record and be paid every 30 days when the TDY is over 45 days.

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This will facilitate timely reimbursement of the Government Travel Card. A copy of the travel voucher must be turned in to the BN S4s.

6. COMMUNITY LAW ENFORCEMENT (CLE) TDY: Will be performed on Group Travel orders. Soldiers are reimbursed at the daily commercial incidental rate in accordance with the travel regulations and Brigade commander's guidance. Refer to Brigade Policy # 10 attached) on CLE backfill guidance.

7. TDY OUTSIDE OF CENTRAL REGION: The Deputy Brigade Commander will approve all stateside TDY and TDY outside of Germany. The Deputy Brigade Commander will also approve request for rental vehicles.

8. MEDICAL TDY: A statement of Competent Medical Activity (CMA) must support both 1610s and 1164s. CMAs for family members must be submitted to the activity referred to in paragraph 5 of the CMA.

9. LOCAL MILEAGE: Claims for reimbursement (1164) must be supported by a statement of non-availability of a TMP and Battalion Commanders memo authorizing use of POV. Typed signature block is required in block 8 of the 1164. Claims must be submitted no later than the end of month the expenses incurred.

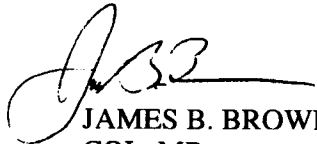
10. The attached enclosure should be used to complete DD Form 1610, Request and Authorization for TDY Travel for DOD Personnel.

11. POC for this MOI is MSG Donald Greaux, 382-5661 or Ms. Glenda Medford, 382-5660.

12. "EVER VIGILANT"

DISTRIBUTION:

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JAMES B. BROWN
COL, MP
Commanding